

## 1. TITLE OF THE CERTIFICATE (DE) (1)

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf  
Verwaltungsfachangestellter/Verwaltungsfachangestellte - Fachrichtung  
Landesverwaltung**

(1) in original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Final examination in the state-recognized training occupation  
Clerk in public administration – specialising in federal state administration**

(1) This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Advise citizens and organizations and deal with administrative tasks in a service and customer-oriented manner which accords due consideration to cost-effectiveness
- Cooperate with internal and external agencies
- Display problem-solving and decision-making competences
- Procure and manage materials and durable goods in accordance with economic and ecological aspects
- Plan and organise work processes within the task area
- Use modern information and communication systems to deal with processes
- Collect, process and evaluate data
- Determine facts and circumstances apply legislative provisions in dealing with tasks
- Deal with human resources matters and calculate wages and salaries
- Assist in the drawing up and implementation of budgets and business management plans and process payments
- Take on internal accountancy tasks
- Process applications for benefits and arrange for disbursement
- Process operations for the collection of deductions and payments
- Monitor compliance with requirements to be met by citizens, local authorities and institutions
- Monitor the lawful use of funds ring-fenced for a specific purpose
- Enact administrative decisions and process appeals
- Prepare for the enforcement of administrative decisions
- Execute administrative tasks for approval procedures

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Clerks in public administration specialising in federal state administration find employment with main and primary level federal state authorities (such as federal state chancelleries, federal state ministries, Federal State Offices for the Protection of the Constitution), at secondary level federal state authorities (e.g. borough governments or Regional Councils) and at tertiary level federal state authorities (district and local government authorities).

(1) if applicable

### (\*) Explanatory notes

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: [www.europass.cedefop.eu.int/transparency](http://www.europass.cedefop.eu.int/transparency)

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b> competent bodies for vocational training in the civil service</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> competent bodies for vocational training in the civil service</p>
<p><b>Level of the certificate (national or international)</b> ISCED 3B</p>	<p><b>Grading scale / Pass requirements</b></p> <p>100-92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail</p> <p>A total of at least 50 grade points are required to pass the examination.</p>
<p><b>Access to next level of education / training</b></p> <p>Specialist commercial clerk for office management, specialist commercial clerk for human resources, social economist, business economist (state certified) in office communication, business economist (state certified) in human resources, social studies, training systems, business economist (state certified) in law, business economist (public administration), degree in public administration</p>	<p><b>International agreements</b></p> <p>In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria.</p>
<p><b>Legal basis</b> Ordinance on Initial Vocational Education and Training in the Occupation of Clerk in public administration – specialising in federal state administration of 05/19/1999 (Federal Law Gazette, Part I, p 1029) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 05.02.1999), (Federal Gazette, No 169a of 09.09.1999)</p>	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>Final examination administered by the competent body:</p> <ol style="list-style-type: none"> <li>1. after completion of dual training in a company and at part-time vocational school (normal procedure)</li> <li>2. after retraining in a recognized training occupation</li> <li>3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions</li> </ol>
<p><b>Additional information</b></p> <p><b>Entry requirements:</b> Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education.</p> <p><b>Duration of training:</b> 3 years.</p> <p><b>Training in the "dual system":</b> Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. <b>The training is provided in a company and at part-time vocational school:</b> In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation.</p> <p><b>More information</b> is available at: <a href="http://www.berufenet.arbeitsagentur.de">www.berufenet.arbeitsagentur.de</a></p> <p><b>National Europass Centre</b> <a href="http://www.europass-info.de">www.europass-info.de</a></p>